

## **BOARD OF SELECTMEN – JULY 2, 2012**

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### **I. Call to Order/Roll Call**

Chairman Paul Salafia reconvened the Regular meeting of the Board of Selectmen to order at 7:38 P.M. in the Selectmen's Conference Room at the Town Offices. Present were: Chairman Salafia and Selectmen Alex Vispoli, Mary Lyman and Dan Kowalski. Also present: Town Manager Reginald Stapczynski. The meeting was duly posted and cable-cast live.

### **II. Executive Session**

Chairman Salafia called the Executive Session to order at 6:06 P.M. in the Board of Selectman's Conference Room in the Town Offices. On a motion by Selectman Lyman and seconded by Selectman Vispoli, the Board voted 5-0 to enter into Executive Session to discuss collective bargaining strategy and to return to Open Session. Roll call: Chairman Salafia-Y and Selectmen Mary Lyman-Y, Alex Vispoli-Y, Dan Kowalski-Y and Brian Major-Y. Selectman Major was teleconferenced in. At 7:35 P.M. on a motion duly made and seconded, the Board voted to adjourn from Executive Session and move to Open Session not to return to Executive Session. Roll call: Chairman Salafia-Y and Selectmen Mary Lyman-Y, Dan Kowalski-Y, Brian Major-Y and Alex Vispoli-Y.

### **III. Opening Ceremonies**

Chairman Salafia asked for a Moment of Silence followed by the Pledge of Allegiance led by Selectman Kowalski's daughters, Grace and Emily.

### **IV. Communications/Announcements/Liaisons**

The Town Manager made the following announcements:

- ~ The Jerry Silverman Fireworks display will be held at the AHS Campus on Wednesday, July 3<sup>rd</sup> at dusk. Parking will be limited due to construction in the WMS parking lot. The Annual Pancake Breakfast will be held in The Park on Wednesday, July 4<sup>th</sup>.
- ~ Andover is slated to receive an additional \$715,708 in Local Aid from the State which will be released once the Governor approves it.
- ~ Andover has been selected to participate in the Municipal Performance Management Program.
- ~ Merrimack College will host an open meeting on July 9<sup>th</sup> at 7:00 P.M. to discuss the building of new residence halls. Andover residents are welcome to attend.
- ~ Andover applied for and received \$248,000 from the Green Communities Grant which will be used to re-commission HVAC systems in Town buildings.

Town Clerk Larry Murphy reported that a public seminar on Campaign Finance Laws will be held on July 19<sup>th</sup> at 6:30 P.M.

Selectman Lyman asked that a fiscal year accounting from Town Accountant Rod Smith and a refresher on the Conflict of Interest Law be included on a future agenda. Selectman Kowalski requested an update on the Board's paperless initiative.

### **V. Citizens Petitions & Presentations**

John Pasquale, 47B Whittier Street, commended the Town Manager for refuting the remarks published relative to the culture at the Water Treatment Plant.

### **VI. Regular Business of the Board**

A. Phillips Academy Boat House

Director of Conservation Robert Douglas and Andover resident Paul Finger explained the possible purchase of the Phillips Academy Boat House located on the Merrimack River behind the Greater Lawrence Regional Technical School. Phillips Academy has built a new boathouse in another location on the Merrimack River. The boathouse has been a target for acquisition for many years as it will provide access to the river for sailing, rowing, a public safety boat launch, and a link from the Heffron Right of Way to Town Property. The Conservation Commission has applied for a State Park and Land Grant similar to the one obtained a few years ago. The property will be appraised by both parties to ascertain the purchasing price.

B. FY-12 Goals

The Town Manager reported on his FY-12 Goals and provided a handout to the Board explaining the attainment of the Goals and Performance Objectives.

The first goal: to achieve \$225K of sustainable operating budget savings. This was accomplished by combining savings of \$166,526 from two positions that were eliminated (retirement) as of July 1<sup>st</sup> and the health insurance plans associated with them. In addition, a \$65,000 savings was realized by seven employees who participated in the Opt-Out Program from the Town's Health Insurance Plan.

The second goal: to develop a Debt Analysis Tool that would provide the ability to capture the impact of one or more capital project proposals against existing debt, evaluation of the debt ratio against the Board's Policy, the tax impact of both included and excluded debt, and the financial impact of delaying a project into the future using cost escalation estimates was also achieved.

The third goal: to implement four consolidation/privatization/regionalization action plans developed from the FY-11 goals. 1) The DPW Work Order System – a "SeeClickFix" reporting application will be available beginning in mid-July on the Town Website to provide for submission and tracking of service requests. 2) the investigation to determine the cost benefits of outsourcing some of the Town's payroll processing functions will begin with the issuance of an RFP on or before September 1<sup>st</sup> with responses due one month after. Finance Director Donna Walsh and the Town and School Accounting staffs will prepare a scope and sequence with specifications for the RFP. A recommendation will then be made to the Town Manager in December. 3) Imaging as a service (an integrated approach for centrally managing all printers and imaging devices to track and measure usage, save on printing costs, reduction of overall volume of paper used, and toner consumed) is in the process of being formulated by the IT Department. They are issuing RFP's and expect to select a vendor for managed print services by September 15<sup>th</sup> and for copier leasing by November 1<sup>st</sup>. 4) Custodian Merger Consolidation of the Town and School Custodians providing for centralized management, enhanced coordination and efficient allocation of custodial staffing and resources across the organization is being studied. They negotiated the language into the SEIU's current contract addressing the proposed merger-consolidation. The School's Labor Counsel advised the School Committee and the Town's Labor Counsel has advised him of the issues and steps associated with such action.

Selectman Lyman asked that they re-examine the original objective of this goal, which she thought was to be a cost analysis only.

The 4<sup>th</sup> Goal was to develop the FY-13 Operating Budget without using funds from Free Cash or the Stabilization Fund. The Town Manager reported that no Free Cash or Stabilization Fund appropriations were used for any purpose.

In addition, the Town Manager has worked closely throughout the year with the School Building Committee, the Blanchard Field project, Andover Youth Center Building Committee, and PEC (Public Employee Committee for Health Care), as well as the transition of two new department heads (Finance Director Donna Walsh and CIO Paul Puzzanghera). The budget process went smoothly this year with an agreement reached before going to Town Meeting.

Chairman Salafia said the next steps will be to analyze the reports, establish consensus to meet, and place the item on an upcoming agenda. They will also have an initial discussion on Goals and Objectives for FY-13 and invite residents to call or email the Board with their top priority goals.

**C. Selectmen Liaison Appointments**

The Chairman will review the committee/board/department liaison appointments for June 2012 – May 2013 and make the requested edits.

**D. Town Yard**

The Board continued their discussion on the Town Yard with Acting DPW Director Chris Cronin and Acting Plant & Facilities Director Maria Maggio providing displays of three different sites (Campanili Drive, Lewis Street, and Ledge Road) with corresponding modules. They discussed feasible uses of Ledge Road and provided various scenarios and examples of off-site locations. Most of the new space would be used to house vehicles with smaller areas for a lunch room, bathroom, conference room, etc. The Board requested labeled computer modules be created to visually enhance how the sites will appear and requested a list of all possible sites with 2+acres be emailed to the Board. The next meeting will include matching modules with possible sites, looking at Town and School land (not conservation land).

**VII. Consent Agenda**

**A. Block Party Request**

Selectman Vispoli motioned to approve the request of Gina Murray, 3 Wescott Road, for permission to block off the end of her street for a neighborhood block party on Saturday, September 22, 2012 from 3:00 P.M. to 8:00 P.M. (raindate – Sunday, September 23, 2012). The request has been reviewed and approved with conditions by the Police Department. The motion was seconded by Selectman Kowalski and voted 4-0 to approve.

**B. Road Race/Walk Request**

On a motion by Selectman Vispoli and seconded by Selectman Lyman, the Board voted 3-0-1 to approve the request of Veryl D. Anderson, RN, Executive Director of The Professional Center for Child Development, 32 Osgood Street, Andover, to conduct the 20<sup>th</sup> annual “Trot for Special Tots” 5K Road Race & Walk through the streets of Andover on Sunday, September 30, 2012. The race/walk will start at 10:00 A.M. and begin and end at the Professional Center. The request has been reviewed and approved with conditions by the Police Department. Selectman Kowalski abstained from voting.

C. Appointments and Re-appointments

Selectman Vispoli motioned to approve the following appointments as presented. The motion was seconded by Selectman Kowalski and voted 3-0-1 to approve. Selectman Lyman abstained from voting.

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>COMMUNITY SERVICES</u>			
Elizabeth R. Gorrie	Stage Manager/STE – PT	\$1,000.00	7/9/12
Rita Casper	Co-Producer/STE – PT	\$3,000.00	7/9/12
Maxanne Holman	Dance Teacher/CSA – PT	\$900.00	7/9/12
Katelyn C. Sullivan	Camp Director – PT	C13A/\$20/hr.	6/21/12
Rachel E. Holzman	Sports Instructor – PT	C2A/\$8/hr.	6/25/12
Alexa R. Baldwin	Sports Instructor – PT	C2A/\$8/hr.	6/25/12
Samuel J. Vecchi	Counselor – PT	C2A/\$8/hr.	6/21/12
Gabrielle M. Cappello	Counselor – PT	C2A/\$8/hr.	6/21/12
Timothy J. Lyman	Counselor – PT	C2A/\$8/hr.	6/11/12
Andrea A. Puccia	Counselor – PT	C2A/\$8/hr.	6/11/12
Hannah E. Bramhall	Counselor – PT	C2A/\$8/hr.	6/11/12
Christopher M. Penta	Lifeguard – PT	C3A/\$8.75/hr.	6/25/12
Andrew P. Runge	Lifeguard – PT	C2A/\$8/hr.	6/11/12
Margaret Lederfine-Paskal	Lifeguard – PT	C3A/\$8.75/hr.	6/25/12
Caroline P. Grafmuller	Lifeguard – PT	C2A/\$8/hr.	6/11/12
<u>YOUTH SERVICES</u>			
Brian Wivell	Counselor 3 – PT	C4C/\$10/hr.	6/20/12
Bryan Farrell	Counselor 3 – PT	C4C/\$10/hr.	6/18/12
Joseph Olney	Counselor 3 – PT	C4C/\$10/hr.	6/18/12
<u>PLANT &amp; FACILITIES DEPARTMENT – Building Maintenance</u>			
Christopher A. Cunha	Junior Custodian – Temp.	W1-1/\$20/hr.	7/9/12
(v. J. McQuade)			
<u>TOWN CLERK'S OFFICE</u>			
Susan M. Pimental	Office Assistant III	IE14-4-0/\$45,554	6/13/12
(v. L. Spitalere)			
<u>SCHOOL BUILDING COMMITTEE</u>			
Dr. Malcolm Forsman	– Term expires 6/30/14	(v. F. Goldstein)	
William F. Held II	– Term expires 6/30/14	(v. M. Johnson)	
Emil Frei IV	– Term expires 6/30/15		
And on a motion by Selectman Vispoli and seconded by Selectman Kowalski that the following re-appointments by the Town Manager be approved:			
<u>MERRIMACK VALLEY PLANNING COMMISSION – Terms expire 6/30/13</u>			
Joan Duff – Andover Representative			
John J. McDonnell – Alternate Representative			

MERRIMACK VALLEY REGIONAL TRANSIT AUTHORITY – Terms expire 6/30/13  
Paul Materazzo – Andover Representative  
Lisa Schwarz – Alternate Representative

VETERANS SERVICES AGENT – Term expires 6/30/13  
Michael Burke

KEEPER OF THE LOCKUP – Term expires 6/30/13  
Police Chief Brian J. Pattullo

DIRECTOR OF EMERGENCY MANAGEMENT – Term expires 6/30/13  
Police Chief Brian J. Pattullo

FOREST WARDEN – Term expires 6/30/13  
Fire Chief Michael B. Mansfield

INSPECTOR OF ANIMALS – Term expires 6/30/13  
Richard D. Lindsay, DVM

GREATER LAWRENCE SANITARY DISTRICT – Term expires 6/30/15  
Morris B. Gray, Jr.

**VIII. Approval of Minutes of Previous Meeting**

Selectman Vispoli motioned to approve the minutes of June 11, 2012 as presented.  
The motion was seconded by Selectman Lyman and voted 4-0 to approve.

**IX. Adjournment**

At 9:37 P.M. on a motion by Selectman Vispoli and seconded by Selectman Kowalski, the Board of Selectmen unanimously voted to adjourn.

Respectfully submitted,

Dee DeLorenzo, Recorder

Documents: Town Manager's FY-12 Goals and Performance Objectives